

DUTY STATEMENT**FINAL**

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11017 - FMD**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Facilities Management Division		POSITION NUMBER (Agency - Unit - Class - Serial) - - -	
UNIT NAME AND CITY LOCATED Region V – Central Shop – CADA Building		CLASS TITLE Locksmith I	
WORKING DAYS AND WORKING HOURS Monday through Friday, Day shift, 8:00am - 4:30pm		SPECIFIC LOCATION ASSIGNED TO 1304 O Street, Sacramento, CA 95814	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-108-6642-004	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor of Building Trades and/or the Office Building Manager III, the incumbent is responsible for providing locksmith services to multiple State agencies in State -owned and -occupied buildings in the Central Shop's Downtown Sacramento service area.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The Region V, Central Shop, CADA Building is located at 1304 Street, Sacramento, CA 95814. The incumbent is responsible for the locksmith services at 23 State agency buildings ranging in height from 1 to 25 stories, 3 garage complexes, and totaling approximately 8.5 million square feet. The incumbent may be required to work in any of these low/high rise buildings in the Downtown Sacramento area that includes other buildings located in the FMD Regions I, II, IV, and Capitol Historic. May occasionally need to work in other buildings that are not located in Downtown Sacramento.</p> <p>SPECIAL REQUIREMENT(S) <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p>DUTIES All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) Manuals, Real Estate Services Division (RESA) and FMD strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all buildings by following published guidelines (i.e., SAM, FMD, DGS) and published industry standards. Assignment may require temporary shift change or building location change.</p> <p>The incumbent will learn and apply sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</p>		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Lloyd George		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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<p>35%</p> <p>30%</p> <p>15%</p> <p>10%</p> <p>5%</p> <p>5%</p>	<p>ESSENTIAL FUNCTIONS</p> <p>In order to maintain locks in State buildings, according to published guidelines:</p> <ul style="list-style-type: none"> • Installs and repairs locks at the request of the customer. • Maintains cylinder and bit key locks. • Makes or cuts keys for cylinder and bit locks, cabinet locks, and padlocks. • Opens locks when requested by customer. • Provide key for lock when requested by "work request." • Changes lock combinations, repairs or replaces tumblers, springs, and other lock parts. <p>In order to maintain security of locks, in accordance with published guidelines:</p> <ul style="list-style-type: none"> • Maintains records on the location of keys for each lock. • Maintains security of duplicate keys. <p>In order to maintain inventory of keys, in accordance with published guidelines:</p> <ul style="list-style-type: none"> • Maintains inventory of new keys that are available to be made upon customer's request. • Keep records of keys issued for specific work locations. • Cleans restock parts to keep in appropriate location for inventory reports. <p>Complete all related paperwork, including but not limited to time cards, work orders, MAXIMO tickets and projects reports.</p> <p>Prepare job design layouts, including materials lists and time schedules.</p> <p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Performs related installation and repair of exit panic devices, doorknobs, and door strikes • Attend safety meetings. • Submits verbal or written equipment and supply inventory requests to Building Manager in order to keep adequate inventory supplies on hand. <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Methods, materials, tools and equipment used in the trade of a locksmith.</p> <p>Skill As: A locksmith.</p> <p>Ability to: Read shop drawings and work from plans and specifications; understand and carry out oral and written directions; read and write at a level appropriate to the classification.</p> <p>SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • If selected, you will be required to submit to a Medical Evaluation and receive clearance prior to being hired. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Ability to work independently and cooperatively with team members. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied shirts and/or pants according to current uniform requirements. • When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor. • Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises. • Work environment may involve some exposure to hazardous materials or physical risks, which requires basic safety precautions. • May be required to work outdoors and in all weather conditions, including rain, heat and cold.

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	<ul style="list-style-type: none"> • Work on various uneven ground surfaces. • Work in public access areas. • Work in noisy areas or with noisy equipment or machinery. • Work in any regional location. • May require ability to work overtime. <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. • Repetitive grip, grasp, and hand movement while using tools or power equipment applicable to job being performed. Requires fine motor skills/dexterity in order to perform detailed work. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. Reach high spaces by climbing a ladder or operating a lift. • May require physical activity that requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Wear safety equipment during the performance of duties, i.e., ear plugs when working around machine spaces or as necessary, dust masks when exposed to harmful dust particles, eye goggles when exposed to air borne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support as needed. <p>MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Read, write, and understand written and verbal communication in English in order to follow instructions on manufacturer's labels for use of and/or mixture of products and enforce safety procedures. • May need to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions or decimals.